

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



SANTA FE COUNTY

Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Katherine Miller
County Manager

102 Grant Ave; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895

Job Title: Affordable Housing Administrator

Department/Division:	Growth Management / Community Development
Salary:	\$22.7827/hr. - \$34.1741/hr. Range: 36
Position Status:	Full-Time/ Classified
FLSA Status:	Exempt
Closing Date:	October 21, 2020
Job #:	10-2020-004

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

This is a senior level position which is responsible for taking the lead on the administration of the County's Affordable Housing Program.

Essential Job Functions:

Coordinates Affordable Housing Program; performs duties as directed by the Planning Manager and acts as a technical advisor to County staff, external agencies and the public. Responsibilities include:

- Responsible for enforcement and implementation of the Santa Fe County Affordable Housing policies and regulations.
- Responsible for management of affordable housing fund and program activities in accordance with the Sustainable Growth Management Plan (SGMP) and Sustainable Land Development Code (SLDC).
- Provides analysis and make recommendations to the Board of County Commissioners (BCC) regarding affordable housing issues.
- Performs and directs professional and technical affordable housing projects utilizing advanced techniques in gathering, analyzing, and presenting of information and data.
- Coordinates development of County affordable housing plans and policies.
- Compiles statistical and historical data on human/ economic development, land use, and demographic resources related to affordable housing.

- Participates in Technical Advisory Committee and reviews development application affordable housing plans and affordable housing agreements in accordance with the SLDC and affordable housing regulations.
- Provides excellent customer service and provides technical assistance to constituents by responding promptly to requests in person, in conversation and in writing.
- Demonstrates professionalism and courtesy in interactions with internal staff as well as external customers and agencies.
- Manages affordable housing fund(s) to ensure compliance with County policies and fund restrictions and monitors grant and loan activities related to the Affordable Housing Fund(s).
- Coordinates and prepares for Affordable Housing Loan committees.
- Represents the County and makes professional presentations on affordable housing issues and communicates with the public in an advisory capacity on affordable housing matters.
- Prepares and submits affordable housing budgets and participates in budget hearings and financial audits.

Knowledge / Skills:

- Knowledge and background regarding affordable housing programs including research methods, data analysis and report writing.
- Knowledge of principles and analysis of financial lending and accounting practices.
- Knowledge of affordable housing practices to include review and analysis of homebuyer financial applications, income to housing ratios, foreclosure assistance and down payment programs.
- Skill in effective communication and interpersonal relations with department heads, other employees, public officials, federal, state and local agencies, developers, neighborhood associations, and the general public.
- Proficient in computer programs including, but not limited to, Microsoft Word, Microsoft Excel, and Microsoft Access which includes maintaining and upgrading database to accommodate programs and activities.

Minimum Qualifications

- Bachelor's Degree in Economics, Finance, Urban/Regional Planning, Public Administration or related field plus four (4) years of experience performing duties as outlined under essential job functions; or a master's degree in Economics, Finance, Urban Regional Planning, Public Administration or related field plus two (2) years of experience performing duties as outlined essential job functions. Relevant experience may be substituted for education on a year for year basis.

Working Conditions:

Work is performed primarily in an office setting with occasional field visits. Work schedule may include evening and weekend hours. Must possess a valid New Mexico

Class D driver's license. May be required to travel. May be subject to exposure to CRT's and VDT's.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Apply Online at:

https://www.santafecountynm.gov/human_resources/employment_applications.

Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.

Revised: 04/13/2018

Updated: 09/29/2020